

# INTERNATIONAL EUROPEAN UNIVERSITY

## REGULATIONS ON THE ACADEMIC COUNCIL OF INTERNATIONAL EUROPEAN UNIVERSITY (with amendments)

Approved by the Academic Council  
of the International European University  
on "28" January 2021 (Protocol No. 1)

Chair of the Academic Council  
of the International European University



\_\_\_\_\_ Oleh Padalka

"28" January 2021

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## **1. General provisions**

1.1. The Academic Council of the International European University (hereinafter referred to as the Academic Council of the University) is a collegial governing body of the University and is formed for a term of five years.

1.2. In its work, the Academic Council of the University is guided by the Constitution of Ukraine, the Law of Ukraine "On Higher Education," the Law of Ukraine "On Education," regulatory documents of the Ministry of Education and Science of Ukraine, the University's charter, the Regulations of the University Academic Council, this Regulation, and other regulatory acts.

1.3. Meetings of the Academic Council are open and transparent, except in cases established by the decision of the Academic Council for the consideration of specific issues.

1.4. Meetings of the Academic Council are conducted in the state language.

1.5. The Regulations on the Academic Council of the University are approved by the Academic Council of the University and ratified by the Rector.

1.6. Elections to the Academic Council of the University begin 30 calendar days before the expiration of the powers of the previous Academic Council.

1.7. The composition of the Academic Council of the University is approved by the Rector's order within five working days from the date of expiration of the powers of the previous Council.

## **2. Structure of the Academic Council of the University**

2.1. The Academic Council of the University is headed by its Chair, who is elected by secret ballot from the members of the Academic Council of the University who hold an academic degree and/or an academic (honorary) title, for the term of the Academic Council.

2.2. Upon submission of the Chair, the Academic Council elects the Deputy Chair.

2.3. The composition of the University Academic Council includes:

1) Due to positions: the President, the Rector, Vice-Rectors, Directors of educational and scientific institutes, the Academic Secretary (who serves as the Secretary of the Academic Council of the University), Director of the Library, the Chief Accountant, and heads of the University's self-governing bodies.

2) Elected representatives who represent academic, scientific and pedagogical staff, and elected from among department heads, professors, PhDs, and Doctors of Science; elected representatives representing other employees of the higher education institution who work there on a permanent basis; elected representatives of postgraduate students, doctoral candidates, trainees, and assistant interns; and heads of the student self-governing bodies of the higher education institution;

Elected representatives are nominated and elected according to the procedures and quotas defined by the University's charter.

3) Elected representatives from among the students.

2.4. The number of members of the Academic Council depends on the number of regular staff and constitutes no less than 10% of the total number of persons employed at the University on a full-time basis.

At the same time, no less than 75% of the total number of members of the Academic Council of the University must consist of academic, scientific and pedagogical staff of the University, and no less than 10% must be elected representatives from among the students. By decision of the Academic Council of the University, representatives of employer organizations may also be included in its composition.

2.5. Elected representatives from among the University's employees are elected in accordance with the Regulations on the General Meeting of the Labor Collective by the Conference of the Labor Collective of the University, according to submission of the structural units they work at.

2.6. Elected representatives from among the students are elected by students through direct secret elections in accordance with the Regulations on the Student Parliament. The organization of elections for members of the Academic Council of the University from among the students is entrusted to the Student Parliament of the University. The Student Council of the University forms a reserve list of students who were not elected to the Academic Council of the University but may be included in case a student member leaves the Academic Council of the University (due to expulsion from the university, voluntary withdrawal from membership in the Academic Council, etc.). Elected representatives from among doctoral candidates, postgraduate students, trainees, and assistant interns are elected by the Scientific Society of students and postgraduate students and the Council of Young Scientists. Students in their final semester of study cannot be elected to the Academic Council of the University.

2.7. The composition of the Academic Council of the University is formed according to the quotas defined by the University's charter, this Regulation, and is approved by the Rector's order within five working days from the expiration of the powers of the previous Council.

2.8. Changes to the composition of the Academic Council of the University may be made due to changes in the University's structure, the academic and teaching staff, or other reasons that do not contradict the Law of Ukraine "On Higher Education".

2.9. In case of the early quitting of an elected representative from the Academic Council of the University, replacements (rotation) are made based on the submission of the departments or units from which the representative was elected, as well as from the student self-government bodies, the Scientific Society of Students and Postgraduates, the Council of Young Scientists, etc. Changes to the composition of the Academic Council of the University are approved by the corresponding order of the Rector.

2.10. Academic councils may be established within the University's educational and scientific institutes, and their composition and powers are determined by the Academic Council of the University. The composition and powers of the academic councils of educational and scientific institutes are defined by the relevant regulations, approved by the Academic Council of the University.

### **3. Main Tasks and Functions of the Academic Council of the University**

The Academic Council of the University is responsible for:

- defining the strategy and prospective directions for the development of the University's educational, scientific, and innovative activities;
- approving the financial plan and annual financial report of the University;
- establishing the system and approving the procedures for internal quality assurance of higher education;
- suggesting to the Rector the creation, reorganization, and liquidation of structural divisions;
- approving, upon the Rector's submission, decisions on the creation, reorganization, and liquidation of structural divisions;
- approving educational programs and curricula for each level of higher education and specialty;
- making decisions on matters related to the organization of the educational process and determining the duration of study at the respective levels;
- approving the model and procedure for issuing own diplomas of the University, the regulations on the procedure and grounds for its issuance to graduates, as well as the models, production, procedure, and grounds for issuing joint and double diplomas to graduates;
- defining the main directions for conducting scientific research and innovation activities;
- evaluating the academic and research activities of structural divisions;
- conferring academic titles of professor, associate professor, and senior researcher and submitting the relevant decisions for approval to the attestation board of the central executive body in the field of education and science;
- reviewing and approving regulations, rules, and other documents necessary for educational activities of the University;
- providing recommendations to the Rector regarding the recognition of diplomas, academic degrees, and titles required for the employment of academic, research, scientific and teaching staff, as well as for the admission of applicants to study;
- making final decisions on the recognition of diplomas issued by higher theological education institutions, whose charters (regulations) are registered in accordance with the law, during the admission of applicants to study;
- submitting petition on the recall of the Rector of the University based on the grounds provided by law, the University charter, or the contract, which is

- considered by the President of the University and submitted to the General Meeting of members for decision-making;
- reviewing other issues related to the activities of the University in accordance with its charter.

#### **4. Organization of the Work of the Academic Council of the University**

4.1. The first meeting of the Academic Council of the University is chaired by the Rector or the person acting in the capacity of the Rector until the election of the Chair of the Council. The Chair of the Academic Council of the University is elected at the first meeting by secret ballot from the members of the Academic Council of the University who hold an academic degree and title, for the entire term of the Academic Council of the University. A member of the Academic Council whose contract expires in the year of the election cannot be elected as a Chair. The Deputy Chairs of the Academic Council, including the First Deputy, are elected from among the members of the Academic Council of the University by open voting.

4.2. The counting commission for the secret ballot (not less than three members) is elected by open voting from among the members of the Academic Council of the University who are present at the meeting and is fully responsible for ensuring the procedure and results of the secret ballot. Members of the Academic Council of the University who are included in the ballot cannot participate in the work of the counting commission.

4.3. Regular meetings of the Academic Council of the University are held according to its work plan for the current academic year, typically on the last Thursday of each month, or on another day determined by the Chair of the Academic Council of the University. If a meeting date falls on a public holiday, the Chair of the Academic Council decides to reschedule the meeting and informs the members in advance.

4.4. In case of force majeure circumstances that prevent the Academic Council from meeting in the usual manner, the meeting may be conducted online. In this case, a video recording of the meeting is made, and the presence of members of the Academic Council and the quorum for conducting the meeting are certified by the Secretary of the Academic Council.

4.5. The Chair of the Academic Council of the University conducts the meetings, and in case of Chair's absence, the Deputy Chair presides over the meeting. Extraordinary meetings of the Academic Council of the University are convened at the initiative of the Chair of the Academic Council of the University or by at least half of the total number of members of the Academic Council of the University.

4.5.1. The work plan of the Academic Council is formulated by the Chair of the Academic Council based on proposals from the structural units, coordinated with the Vice-Rectors (according to the allocation of responsibility).

4.5.2. The work plan of the Academic Council of the University is prepared for the new academic year and approved by the Academic Council at the last meeting of the current academic year.

4.5.3. Adjustments can be made to the work plan. Amendments to the approved work plan of the Academic Council are made by the Chair of the Academic Council based on submissions of the heads of the relevant structural units, coordinated with the Vice-Rectors (according to the allocation of responsibility).

4.6. In case of the temporary absence of the Academic Secretary of the Academic Council, their duties are assigned by the Rector's order to another member of the Academic Council of the University.

4.7. The draft agenda for the meeting of the Academic Council of the University is prepared by the Academic Secretary. Questions for the agenda must be submitted to the Academic Secretary no later than 7 (seven) calendar days before the meeting. Heads of the structural units or other University employees designated as speakers in the agenda bear responsibility for the accuracy of the information presented for the consideration of the Academic Council of the University. On the instructions of the Chair of the Academic Council of the University, the preparation of materials for consideration is managed by the Academic Secretary and the Vice-Rectors according to their areas of responsibility. The Academic Secretary coordinates the agenda with the Chair of the Academic Council of the University no later than 3 (three) calendar days before the meeting.

4.8. Documents and materials related to the issues on the agenda of the meeting of the Academic Council of the University are prepared, duplicated, and submitted to the Academic Secretary by the relevant structural units of the University that are responsible for these issues.

4.9. Materials received after the established deadline may be included in the meeting agenda only by the decision of the Chair of the Academic Council.

4.10. The agenda of the Academic Council typically includes three main sections: main issues of the agenda, personnel issues, and current issues and announcements.

4.10.1. Main issues of the agenda include: planning the work of the Academic Council and University departments and reports on their implementation; the University budget; the establishment of new structural units, directions, and specializations, etc.

4.10.2. Personnel issues on the agenda include: appointments to positions, conferring academic and honorary titles, recommendations for awarding state, departmental, and University honors, nominations for state and departmental awards and scholarships, etc. All personnel issues are reviewed by the Academic Council in accordance with the charter of the University. Each personnel issue is presented to the Academic Council by the head of the relevant structural unit, after which the Chair of the Certification and Personnel Committee justifies the committee's decision to the members of the Academic Council.

4.11. Information and procedural issues, as well as urgent issues and announcements from members of the Academic Council of the University regarding the University's activities that do not require discussion or extensive resolutions, are included in the "Miscellaneous" section of the agenda. Proposals for this section must be submitted no later than 3 (three) calendar days before the date of the meeting of the Academic Council of the University.

4.12. Before the beginning of each meeting members of the Academic Council of the University are registered by confirming their attendance with a personal signature in the registration sheet.

4.13. At the beginning of the meeting the Secretary of the Academic Council informs the Chair about the presence of a quorum.

4.14. In the absence of a quorum necessary for voting the chairman of the meeting postpones the voting to the next meeting of the Academic Council of the University.

4.15. The meeting agenda of the Academic Council of the University is approved by the majority vote of the members present at the meeting, along with the session's procedure.

4.16. The meeting of the Academic Council of the University is considered valid if at least two-thirds of its total members are present.

4.17. Resolutions of the Academic Council of the University on each agenda item shall be adopted by open vote, and if necessary, by secret ballot in the prescribed manner, if more than half of members present at the meeting of the Academic Council of the University voted in favor.

4.18. When considering competitive issues, the resolution shall be adopted if at least three-quarters of participated members of the Academic Council voted in favor. In the case of disputed issues, a simple majority vote is required to make a decision.

4.19. Decisions on competitive issues are made in accordance with the normative documents governing the competition.

4.20. In addition to meeting's members of the Academic Council of the University individuals who are directly responsible for the issues being discussed are also invited. These individuals are invited by the Secretary of the Academic Council with the approval of the Chair of the Academic Council.

4.21. The person who is officially invited to the meeting of the Academic Council has the right to speak due to the procedural regulations made by the Academic Council without discussion.

4.22. Responsibility for the implementation of decisions made by the Academic Council of the University generally rests with the Rector, Vice-Rectors according to their functional duties, and the Academic Secretary.

4.23. The implementation of decisions made by the Academic Council of the University is assigned to the heads of the University's structural subdivisions, unless otherwise specified in the regulations of the Academic Council.

4.24. Consideration of issues of the Academic Council of the University and the decisions made are recorded in the meeting minutes, which are signed by the Chair and the Secretary of the Academic Council of the University. If necessary an extract on a specific issue can be made from the meeting minutes of the Academic Council of the University, which is signed by the Chair and the Secretary of the Academic Council.

4.25. The refinement of decisions made by the Academic Council of the University, taking into account comments and proposals from its members, is carried out by the individuals who prepared the corresponding projects within three (3)

calendar days unless other timeframes were established by the decision of the Academic Council.

4.26. The decisions of the Academic Council of the University are implemented by orders of the Rector of the University, administrative decisions of the Academic Council of the University may also be enacted through directives from the Rector of the University. The decisions of the Academic Council of the University shall be binding on all employees and students of the University.

4.27. The meeting minutes of the Academic Council shall be prepared by the Secretary of the Academic Council within no more than ten (10) calendar days. Extracts from the meeting minutes are formed and issued upon request no later than fourteen (14) days after the meeting.

4.28. Temporary or permanent commissions of the Academic Council of the University may be established to facilitate additional consideration of issues submitted for the Academic Council's review. The Chairs of temporary or permanent commissions are elected by the Academic Council via open voting and are approved by the University's order, along with the composition of the commissions.

4.29. The Chair of the meeting of the Academic Council of the University:

- heads and coordinates the work of the University Academic Council, directing its efforts towards ensuring the scientific, scientific and educational, and organizational activities of the University, monitors the implementation of the decisions of the Academic Council of the University;
- complies with the provisions of the University charter, regulations, and takes measures to ensure that all attendees of the meeting comply with them;
- organizes the review of the agenda items;
- makes procedural proposals regarding the course of the meeting;
- makes official and other announcements;
- organizes the monitoring of the implementation of decisions made;
- signs the minutes (decisions, resolutions) of the Academic Council of the University;
- organizes the issuance of relevant internal regulatory documents to implement the decisions of the Academic Council of the University made at the meeting.

4.30. The Academic Secretary of the University or a person authorized to implement their functions performs organizational and legal, scientific and methodological, documentary, and informational support for the activities of the University Academic Council.

4.31. Meetings of the Academic Council are generally held on the University premises. Meetings can be held at another location by the decision of the Chair of the Academic Council. Academic Council meetings may also be ceremonial.

## **5. Rights and obligations of members of the Academic Council**

5.1. Members of the Academic Council of the University:

- are obliged to be present and actively participate in regular and extraordinary meetings and exercise their powers personally;
- ensure unity and collegiality in the activities of the Academic Council of the University, bear joint responsibility for making decisions and their implementation;
- submit proposals for the formation of the meeting agenda and work plan of the Academic Council of the University;
- participate in discussions of issues during meetings of the Academic Council of the University;
- submit proposals for decisions (resolutions) of the Academic Council of the University;
- prepare materials for the meetings of the Academic Council of the University according to its work plan;
- fulfill the assignments of the Academic Council of the University in preparing issues for discussion by the Academic Council of the University;
- respect other members of the Academic Council and their positions during the discussion or presentation of certain issues, comply with ethical behavior;
- provide information to staff members of the University's structural divisions which they lead and whose interests they represent at the meetings of the Academic Council of the University.
- ensure the timely and high-quality implementation of the decisions of the Academic Council of the University in the University's structural units;
- comply with the requirements of the current legislation of Ukraine, the University Charter, the regulations of the Academic Council of the University, and the Academic Council's rules.

5.2. Grounds for the absence of the member of the Academic Council of the University at the meeting may include temporary incapacity, business trip, vacation, etc.

5.3. Membership in the Academic Council of the University is terminated prematurely in cases of: dismissal from work or expulsion from the University, a change in position that implies membership in the Academic Council, recall of an elected representative, submission of a written resignation from the Academic Council of the University by a member of the Academic Council of the University, etc.

5.4. In case of premature termination of membership in the Academic Council of the University by elected representatives, changes (rotation) occur according to paragraph 2.6 of these Regulations.

5.5. Nominations for inclusion in or removal from the Academic Council of the University are submitted on the basis of a formal request from the head of the relevant structural unit addressed to the rector. Changes in the composition of the Academic Council of the University are approved by an order of the rector.

5.6. Other individuals (guests) may be invited to attend meetings, including on a permanent basis, without voting rights, as arranged by the corresponding order of the Rector of the University.

5.7. Members of the Academic Council of the University are responsible for the non-fulfillment of decisions and instructions of the Academic Council in accordance with current legislation.

Chair of the Academic Council



Oleh Padalka

Acting Head of the Legal Department

Maksym Pishov

Secretary of the Academic Council

Olha Kuzmenko